

# 2024 Wellness Certificate

## Ashwaubenon School District



Completion of this Wellness Certificate is required for each employee and spouse covered under the health plan of the Ashwaubenon School District. If both spouses complete a separate Wellness Certificate, a "Wellness Credit" will apply to plan holders' health insurance premium for the next calendar year (2025).

Wellness Certificates will be accepted December 1<sup>st</sup>, 2023 – November 30<sup>th</sup>, 2024 for the 2025 calendar year. The Wellness Credit will not apply if the certificate is received after November 30<sup>th</sup>.

### SECTION I – TO BE COMPLETED BY THE MEDICAL PLAN PARTICIPANT (EMPLOYEE OR SPOUSE)

#### Step 1: Complete all required fields below:

Participant Name: \_\_\_\_\_ ASD Employee Name: \_\_\_\_\_

#### Step 2: Participation Authorization

I hereby authorize my primary care provider's office to complete this document on my behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION II – TO BE COMPLETED BY PRIMARY CARE PROVIDER'S OFFICE

#### Step 1: Circle Yes, No, or N/A (Not Applicable) to indicate participant is up-to-date with the following:

<u>Physical Exam(s)</u> : For men and women, one physical exam in the last 12 months. <i>*Lab work as determined by provider</i>	Yes	No	N/A
<u>Breast Cancer Screening</u> : For women 40 and older (minimum requirement; frequency as determined by provider).	Yes	No	N/A
<u>Cervical Cancer Screening</u> : For women 21 and older (minimum requirement; frequency as determined by provider).	Yes	No	N/A
<u>Colorectal Screening</u> : For men and women 45 and older (minimum requirement; frequency as determined by provider).	Yes	No	N/A

#### Step 2: Provider designee must complete verification below

Clinic Name: \_\_\_\_\_

Clinic Address: \_\_\_\_\_

Provider Name  
Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### Step 3: Return the completed Wellness Certificate to the Participant

### SECTION III – TO BE COMPLETED BY EMPLOYEE

**Employee:** Return completed Wellness Certificate to **Ashwaubenon School District, Human Resources no later than November 30, 2024.**

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